

STATE OF MAINE  
JUDICIAL BRANCH



EMPLOYMENT OPPORTUNITIES

**LAW CLERK – MAINE SUPERIOR COURT**

The State of Maine Judicial Branch is accepting applications for a clerkship position with the Maine Superior Court for the 2015-2016 term, which runs through August 19, 2016. This position will be based in Augusta.

The Superior Court is the trial court of general jurisdiction in Maine, with jurisdiction extending to all criminal offenses, including murder and felonies; all major civil and equitable matters; and appeals from state agencies, municipalities, and courts of limited jurisdiction. Jury trials are available only in the Superior Court. The seventeen justices of the Superior Court have statewide jurisdiction and travel on circuit.

The Law Clerk will be assigned to work primarily with several justices. Assignments are based on geography and expected workload. Law Clerk duties include, but are not limited to, assisting the justices in the various areas of the court's jurisdiction, researching and preparing memoranda or draft decisions, and monitoring trials and other proceedings.

Qualified candidates must have a degree in law. Law Clerks are not required to have taken the Maine bar examination.

Salary: \$45,676.80 plus fringe benefits.

How to Apply: The application packet consists of the following documents:

- **Cover letter**
- **Résumé**
- **School-issued law school transcript**
- **Writing sample:** The writing sample should be no longer than 10 pages double-spaced. Although it may be edited or critiqued by others, the sample should primarily reflect the applicant's own work.
- **Two letters of recommendation:** The letters of recommendation may be sent separately.
- Please complete and submit with your application the **Applicant Information Survey** that is included online with this posting. Successful candidates will be required to submit to criminal, motor vehicle, and other records checks.

To complete the application: <http://www.courts.maine.gov/jobs/jobs.html>

Application Deadline: Applications must be received by October 30, 2015.

*The State of Maine Judicial Branch is an equal opportunity employer.*